

# KEEP

## IN TOUCH

Kansas Enterprise Electronic Preservation

November-December 2011 – Issue 12

## KEEP Steering Committee changes

Just like the changes in the KEEP project team described in the last newsletter, the KEEP Steering Committee has welcomed two new members. Anthony Schlinsog, Executive Branch CITO, and Jim Miller, Legislative Branch CITO, joined the steering committee at its meeting on December 9, 2011. Matt Veatch presented a Powerpoint presentation to give the new members the background and a status report on KEEP. He outlined why government records are important:

- Foundation of democracy
- Transparency
- Accountability
- Public trust
- Protection of legal rights for citizens

He outlined that the way we work has changed but that the way we manage the records of that work has not kept pace. He noted that systems are often funded, designed, and implemented without adequate thought for the records they create and how those records will be managed across time. Matt also pointed out the public expects that electronic state government records with enduring value will be accessible at any; that those records will be authentic, accurate, and

trustworthy; and that some of them will be preserved for future generations.

These statements present the rationale for why we are creating KEEP. If we do not actively work to preserve state government electronic records with enduring value we will have a difficult time finding records, they may be inaccessible because they are stored in obsolete formats, or there may be no way to determine if they are authentic. As we start a new year it is important to remind ourselves about why this project is important to Kansas state government.

## JCIT Testimony

Jennie Chinn, executive director, Kansas Historical Society, and chair of the KEEP Steering Committee, presented testimony on KEEP to the JCIT on December 13, 2011. She outlined the need for preservation of electronic records with enduring value, citing the fact that work processes have changed in creating records electronically but we haven't developed the means to preserve these records in a way that maintains the "chain of custody" to ensure their authenticity over time. The KEEP prototype system has been completed and we are now ready to build a production system. She reported that the final phase of the current project plan will

include an ingest enhancement and an archival storage and data management enhancement. The Historical Society will find the funds for this portion within its own budget. A copy of Jennie's report is on the KEEP web site.

## Project Plan

A recast project plan was submitted and received approval of the three CITO's on December 20, 2011. The recast plan reflects the recommendation of the steering committee to revise the scope of the project to include ingest enhancements and archival storage and data management enhancements. The addition of these deliverables will provide the state with the software foundation needed for the Historical Society to begin ingest and retention of electronic records as soon as possible. Additional functionality to expand access and provide for automated planning/execution of preservation actions will be pursued in a future project.

Check the KEEP website for updates on the project. The URL is <http://keep.ks.gov>, and it contains information about the project, past issues of this newsletter, project documents, and presentations given by KEEP team members.



This newsletter will be issued bimonthly via an email distribution list. Please contact Pat Michaelis at [pmichaelis@kshs.org](mailto:pmichaelis@kshs.org); 785-272-8681, ext. 270; to be added to the list. If you would prefer to receive a paper copy, please let Pat know.

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